

FACT SHEET

- Point out ease of powering phones. No bulky adaptors waste desk space and power jacks!
- Notice how quickly a whole phone system can be set up!
- Highlight just how simple it is to add a new phone!! Phones auto-join the network; no tech's needed.
- "Any old switch" will work, though PoE is recommended.
- No gateway or phone line required.
- Unplug a phone, plug it back in at any site and it continues working as before — same ext#, voicemail, and settings.

Quick Edition R3.0 6-Step Setup Guide

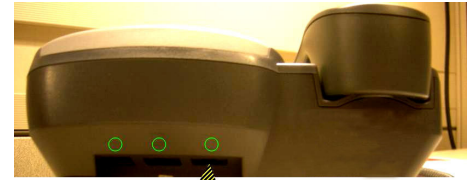
Step 1: POWER SWITCH

Attach power cord to switch, and plug into wall jack.

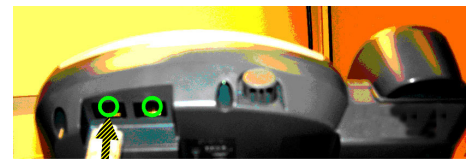
Step 2: CONNECT PHONES

Attach Ethernet cable from each phone to Power-over-Ethernet (PoE) port on switch (important: this port provides power so phones do not require power adaptors). (See picture to right.)

Troubleshooting: All phones should now prompt to "Select System Language." If any phones do not display this prompt, ALL phones need to be Freshstarted. See note at bottom.



4610 Telephone



4621 Telephone

Step 3: SELECT LANGUAGE

Use softkeys around the periphery of the display to choose language, then select "Yes" to confirm.

Step 4: CREATE SITE

On one of the phones, select "Create Site." Input site name of choice (e.g. "Avaya") and press "Next." Phone will prompt you for SysAdmin password. Default Admin password is 5-4-3-2-1. When prompted to change password, please re-enter 5-4-3-2-1. You will need to re-enter the password twice.

Step 5: JOIN SITE

After 10 seconds, remaining phones will join network automatically. Alternatively, join the network you have created by pressing 2 when prompted to either "Create Site" or "Join Site."

Step 6: NAME PHONES

Each phone will prompt you to input an extension name for that phone. Enter extensions' names using letters on number keys (e.g. Bob, Sales, Front Desk).

YOU'RE DONE!

Basic set up is complete. For advanced features, see accompanying materials.

Freshstarting Directions: **PLEASE FRESHSTART BEFORE AND AFTER EACH DEMO

Phones: Press "Options" key, select "Options," "System Options." Enter default Admin password: 54321. Select "Set Management," "Remove Extension," press "Next." At "Remove Extension ### From Network?" prompt, select "Yes." When phone displays "Set Has Been Removed From Network," remove power from phone.

Gateway: Press and hold the reset button until the power LED turns red, release the reset button. (On G11's select "yes.") Allow the L3 and L4 LEDs to turn solid green and then remove power from the device.

14 Simple Hits!

Feature	Directions	Hints
Basic Call	Press “Dir” button, select ext# using buttons left of menu, then lift receiver.	Highlight how the Corporate Directory Auto-Populates
Transfer Call	Receive call and press “Transfer” key. At dial tone, press “FrDir” button. Select ext#. Press “Transfer” key.	Transfer calls to internal ext's or outside lines
Zero-Redirect	Press “Options” key. Select “Options,” “User Options,” “Voicemail,” “Zero Redirect,” “Chg.” Pick ext#. Call phone, wait for voicemail greeting and press 0.	Easily setup backups when people are away from their desk. Remind user to point out “0” option in their voicemail greeting.
Call Park/Page/Retreive	ext#, answer call, press “Park,” “Page,” announce call ref# (“cust. on line 2000”). On another phone press “Retrv.”	Great for “shared-phone” situations like retail stores Note parked calls show caller id ref# on top right of screen is dialable
Visual Voicemail	Leave 2 voicemails. Check by pressing “Vmail” button. Default user p/w is 12345.	Don't waste time listening to every message – SEE them all and select which ones to hear!
Screen Voicemail	While caller is recording message, select “Lstn” button. Select “Answ” to speak to the caller.	Monitor voicemails as they are recorded
Auto Attendant	(p73) Transfer a call to 500. Press 1 to access a dial-by-name directory.	Fully professional Auto Attendant as at major corporations 2 Custom AA's
Call Forwarding	Press the “Options” key. Select “Options,” “User Options.” Default user p/w 12345. Select “Call Forward,” follow menu.	Calls can be forwarded across enterprise dial plan
Conference Call	Setup Call 1. Press “Conference” key. Press “Dial” button. Select ‘FrDir’ and select ext#. Press “Conference” key.	Conference in up to 5 parties at once by “chain conferencing”
Voicemail Backup	Unplug a phone, wait for 10 sec, dial its ext#, leave voicemail. Plug ext# back in. Press “Vmail” button. Default user p/w is 12345.	Leave and retrieve Voicemails even if extension is unplugged
Multiple Calls	Call another extension. Press “Hold” key. Press line button left of display to open second line.	Each 4621 phone can handle 4 “lines” at once (3 on 4610 models)
System Web Admin	See System Administrator Guide for details. All features below require a Web Admin connection.	Control the whole system from a PC – just plug it in
Direct Inward Line	Configured through web-based SysAdmin. Select “System Options,” “Gateways.”	Incoming calls can go to Auto Attendant, or go directly to individuals or groups
Group Ringing	Enter SysAdmin with PC. Click “Groups.” Follow interface to create a new group ext# and add members.	Allows groups such as “sales,” “service,” “billing” to ring simultaneously